

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILD WELFARE DIVISION**

VACANCY ANNOUNCEMENT



MENTAL HEALTH SERVICES COORDINATOR II

The Child Welfare Division is seeking interested candidates to assist with the monitoring and tracking of mental health services for the child welfare population. The person selected will work in close collaboration with Department of Children and Family Services (DCFS).

ESSENTIAL JOB DUTIES:

- Serves as liaison between DMH, CIOB and DCFS.
- Develops and prepares reports for the Katie A. Expert Panel, State and Board.
- Collects and evaluates data on mental health services provided to the child welfare population.
- Attends all relevant department, provider and community meetings.
- Functions as part of the countywide administrative team and completes special assignments.

DESIRABLE QUALIFICATIONS:

- Strong multi-tasking and organizational skills.
- Knowledge of child mental health issues.
- Strong verbal and written communication skills.
- Ability to work as a member of a team.
- Flexibility and willingness to alter planned work flow.
- Advance skill level in Microsoft Excel, i.e. ability to develop detailed spreadsheets, formulas and generate graphs.

Interested applicants holding the payroll title of Mental Health Services Coordinator II should submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Friday, May 23, 2014 to:**

**Melita Evans
MeEvans@dmh.lacounty.gov
Telephone: (213) 739-5510
Fax: (213) 252-0239
600 S. Commonwealth Ave., 6th floor
Los Angeles, CA 90005**